

JOB #2014-004-M2[> Click Here for Further Information <](#)**Risk Management Coordinator****Where is AOC Located?**

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

AOC PROFILE:

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

JOB NUMBER: 2014-004-M2**POSITION:** Risk Management Coordinator**SALARY:** \$66,420 TO \$87,096 per year DOQ**LOCATION:** Olympia, Washington**OPENS:** January 27, 2014**CLOSES:** February 21, 2014*

***NOTE: The closing date for this position has been extended by two weeks; if you have already submitted an application, you do not need to submit another one.**

Position Profile

- Coordinates risk management functions for the AOC to include the specific areas of public records, records management, business continuity, and other areas as assigned by the Management Services Division Director.
- Provides consultation and assistance to state courts and state judicial branch agencies related to the identified areas of risk management.
- Reports to the Management Services Division Director and is responsible for the planning, development and implementation of risk management best practices, policies, protocols, and standards for AOC and state judicial branch agencies as appropriate.
- Provides recommendations to the Director of the Management Services Division regarding agency compliance with court rules, state and federal statutes, best practices and industry standards in the areas of public records, records management, and business continuity.
- Work is performed independently in the assigned areas of expertise as defined by the Management Services Division Director. Represents the agency in the assigned areas to the court community, judicial branch agencies, public, and other constituents.

Risk Management Coordinator

AOC Offers...

- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System;
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Benefits:

- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

Essential Activities

- Upon request provides agency and judicial branch agencies with strategic and tactical direction related to risk management in the assigned areas to minimize exposure and liability.
- Plans, develops, implements, oversees, and evaluates business practices, policies, protocols, and standards related to public records, records retention and general records management, business continuity, and other identified areas of risk management in accordance with Supreme Court rule, state statute and agency policy.
- Responsible for tracking and reporting issues related to state and federal legislation, court rules, regulations, and other authorities related to the identified areas of risk management.
- Upon request develops budget estimates for assigned areas of risk management.
- Represents the agency in planning and coordinating with other organizations in the identified areas of risk management.
- Provides consultation and assistance to state courts related to the identified areas of risk management.

Key Competencies

Must demonstrate proficient knowledge, expertise and abilities in the following areas:

- Principles, methods, and techniques of public administration, budgeting, and management.
- Set strategic and tactical direction, lead in crisis management situations, manage change, and implement organizational vision.
- Creative thinking while maintaining focus, intensity, and persistence in solving problems.
- Address politically sensitive issues with key decision-makers.
- Commitment to effective communication and collaboration with a wide range of stakeholders within the judicial branch and outside the judicial branch of government, including officials in the legislative and executive branches. Ability to communicate and present information to all levels of audiences.
- Developing effective professional networks.
- Assess risk factors and analyze impacts related to identified areas of risk management.
- Working knowledge of Supreme Court rules, Washington statutes, regulations, policies, and procedures related to public records, records management, business continuity, and general risk management.

Risk Management Coordinator

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Key Competencies (continued)

- Working knowledge of legal research. Demonstrated ability to formulate and understand complex legal issues; conduct legal research thoroughly and efficiently; interpret and apply Supreme Court rules and state statutes, and other authorities; and draw conclusions regarding areas of law.
- Establish effective and respectful working relationships with the media, public, court community, employees of the AOC, and other organizations.

Qualifications

A law degree from an accredited law school; **AND**

- Five years senior level project/program management experience.

Additionally, serious consideration will be given to experience that involved coordinating multi-disciplinary functions for an organization, interacting with policy and senior management level staff, and collaborating on inter- and intra-organizational activities.

To be Considered for This Position, Please Submit:

- A cover letter specifying how you meet the qualifications of the position (no more than two pages);
- A chronological resume describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, education, and salary information;
- A completed AOC job application;
- **Two writing samples:** one sample of a general correspondence and one sample of a report or analysis;
- A list of three professional references from different employers (current and past supervisors preferred).

Send materials by email, fax or postal service to:

Washington State Administrative Office of the Courts
Attention: Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504-1170

Email: Employment@courts.wa.gov or fax 360-586-4409